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## **SECTION A: GENERAL PROVISIONS**

### **A.1 Purpose and Status of Manual**

This manual sets forth the philosophy, purpose, policies, and procedures for confidential employees (hereinafter “Confidential”) of the MiraCosta Community College District. Its intention is to provide basic information on current policy and procedure and it is meant to be read in conjunction with board policy and state and federal law. If there is a conflict with the information provided herein, local, state, or federal law shall prevail.

All philosophies, purposes, policies and procedures set forth in this manual will apply to both confidential classified employees (hereinafter “Classified employees”) and confidential classified administrators (hereinafter “Administrator”), unless otherwise stated. The Classified Senate Employee Manual shall be referenced for any philosophy, purpose, policies, and procedures applicable to Classified employees and not explicitly outlined within this manual. The Classified Administrators Working Conditions Manual shall be referenced for any philosophy, purpose, policies, and procedures applicable to Administrators and not explicitly outlined within this manual. Revisions to this manual shall be made through collegial meet and confer, except where otherwise provided by law or by mutual agreement.

In addition to the contents of this manual, Classified employees and Administrators should make themselves familiar with BP/AP 7240: Confidential Employees.

This manual also includes working conditions agreements between the MiraCosta College Confidentials and the MiraCosta Community College District (hereinafter “District”). The District and the Confidentials agree that the terms of these agreements shall be modified only through collegial meet and confer, except where otherwise provided by law or by mutual agreement.

Refer to Board Policy 7140: Collegial Negotiation and Collective Bargaining.

The Board of Trustees (hereinafter “Board”) has the ultimate authority in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the board is committed to its obligation to ensure that appropriate members of the district participate in developing recommended policies for board action and administrative procedures for superintendent/president action under which the district is governed and administered. This manual shall be signed by the superintendent/president or designee, the representatives appointed by the Confidentials, and the Assistant Superintendent/Vice President of Human Resources (“AS/VPHR”) and presented to the Board for approval.

Any grievance related to the content of this manual shall be processed according to the grievance process outlined in section D of this manual.